

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Michele Mueller			JOB NUMBER (JN) 100535, 100541, 100546/47	CONTROL SECTION (CS) 63192, 82023, 82111, 82251
DESCRIPTION IF NO JN/CS Active Speed Advisory Signs in the Metro Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 2 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
--	--

☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 11/12/08	TIME DUE 12:00PM
--	-----------------------------------	---------------------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Michele Mueller
18101 W Nine Mile Road
Southfield, MI 48075

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES Intelligent Transportation Systems

CONTROL SECTION(S) & JOB NUMBER(S):

63192, #100541C

82023, #100546C & #100547C

82251, #100535C

PROJECT LOCATION(S):

#100541 - M-5 (Grand River) in the vicinity of 12 Mile Rd

#100546C & #100547C – I-94 EB at on ramps to I-96 EB and WB, and I-94 WB at on ramps to I-96 EB and WB.

#100535C - I-375 SB near downtown Detroit

PROJECT DESCRIPTION: Active Speed Advisory Signs

There are two primary tasks associated with this project.

- (1) The first task of this project will be to design speed warning signs on I-375 SB near downtown Detroit, Michigan, I-94 EB at on ramps to I-96 EB and WB, and I-94 WB at on ramps to I-96 EB and WB. The sign shall be a truss or cantilever system and shall extend over all four lanes of traffic. Attached to the signs shall be four sensors, one for each lane of traffic, that will detect the speeds of vehicles traveling in each lane and display them in message format on the sign above the appropriate lane. The signs shall be full matrix capable. Exact details and requirements for the signs will be determined in a stakeholders' meeting once design packages are received.

The purpose of these signs is to warn drivers of their speeds approaching the curve ahead and of possible back-ups. Due to the large amounts of Overturn and Fixed Object accidents throughout the curve, the advanced warning signs will be used in efforts to reduce the number of accidents. The Consultant shall do a review to insure the sign is applicable for the safety issues that exist for resolution.

- (2) The second task of this project will be to design a speed warning sign on M-5 (Grand River) in the vicinity of 12 Mile Rd. in Novi, Michigan.

The purpose of this sign will be to warn drivers of their speeds approaching the signal at 13 Mile Rd. and curve ahead. Due to the large amounts of Fixed Object, Side Swipe, and Rear-End accidents, the advanced warning sign will be used in efforts to reduce the number of accidents. The MDOT is looking for possible design alternatives for this location to reduce the accident patterns. For additional information or ideas, see the NCHRP Report 613.

There are no specified designs for the sign types. It is the responsibility of the consultant to propose several alternate signing/warning device options. These proposals shall provide innovative and effective ways of accomplishing the objective.

A responsive proposal must cover firm and key member qualifications, demonstrate a complete understanding of those critical path issues, demonstrate past project success and describe, in detail, the understanding of the work to be performed.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Permanent Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems

ANTICIPATED SERVICE START DATE: 12/1/2008

ANTICIPATED SERVICE COMPLETION DATE: 12/31/2010

PROJECT MANAGER:

Michele Mueller
Michigan Department of Transportation
Metro Region Office
18101 W. Nine Mile Rd.
Southfield, MI 48075
Email: muellerm2@michigan.gov
Tel: (248) 483-5133
Fax: (248) 569-3103

DBE REQUIREMENT: N/A

CONSULTANT RESPONSIBILITIES:

Develop a project package for the signs to be designed, including, but not limited to the following:

- Meet with the MDOT Project Manager to review project, specific locations for installation, and review relevant MDOT procedures. The Consultant shall review and clarify project issues and the sequence of events needed to meet the project plan completion date.
- Survey the general locations of the project including geometric, utility, and roadside constraints. Based on the survey results, determine the exact placement for the signs at each location, taking into consideration the offset distances and sign dimensions.

- Identify all utilities located within the site. Determine any potential conflicts and appropriate resolutions. The Consultant will be responsible to coordinate any utility conflict and to resolve prior to bid package completion.
- Provide several alternate signing/warning options for the Project Manager to consider. Information regarding the signing options shall also be provided, including specifications for the particular signs, locations where this sign has previously been utilized, and the reason for choosing to submit this design. Each option shall prove to be innovative and effective for the project's needs.
 - Specify the development for the sign types.
 - For previous applications of the signs, present an evaluation from the agencies for the effectiveness, advantages and disadvantages, and maintenance issues related to the specified signs.
- Identify all power needs and requirements for the proposed signs and indicate the feasibility of obtaining electricity at each location.
- Indicate the software necessary for the proposed signs. Research the current software applications utilized by the MITS Center. The new sign shall be compatible with current software. In addition, if new software is required, it shall be compatible with the current MITS System.
- Review the locations to determine if anything else needs to be done prior to the installation. Include these recommendations, along with any other relevant comments about the site, in the bid package.
- The MDOT Project Manager shall be the official MDOT contact person for the Consultant and **shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- The Consultant is to develop and implement a QA/QC Plan that will be provided to the MDOT Project Manager within fifteen (15) days of the Notice to Proceed for the approval by the MDOT Project Manager. The plan shall reflect all elements that are unique to this project. This plan will be utilized to ensure a fully functional signing system.
- The Consultant Representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
- The Consultant will provide to MDOT at the schedule submittal dates, copies of the required documents for distribution by MDOT for all reviews for this project. The Consultant shall contact the Project Manager prior to the submittal dates for exact number of copies that will be required for submittal.

- Attend any project-related meetings as directed by the MDOT Project Manager.
- On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.
- The documentation to be submitted in response to this Request for Proposal includes the Design Package developed, which will be put through a letting. The package is to be submitted in e-proposal format. This design will be split into two or three letting packages based on funding available.

MDOT RESPONSIBILITIES:

- Provide general locations for sign placement.
- Provide crash data for locations.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal

submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.